



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: VETERINARY TECHNICIAN SUPERVISOR

SALARY: \$30,401 – \$36,875

GRADE: 87

CLOSING DATE: Continuous Recruitment - September 10, 2004 is the last day to file an application.

POSITION: A Veterinary Technician Supervisor, with guidance from veterinarians, coordinates the pet-adoption program and supervises the care of animals in the Baltimore City Health Department's Animal Shelter. This is a seven-day-a-week operation: employees work five days a week, which may include weekends; employees are subject to 24-hour call-back evenings, weekends and holidays and are required to use a beeper on a rotating basis.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have certification as a Registered Veterinary Technician with the Maryland State Board of Veterinary Medical Examiners;

AND

Have graduated from a veterinary technician program approved by the American Veterinary Medical Association;

AND

Have three years of experience in performing paraprofessional veterinary work;

OR

Have an equivalent combination of relevant education and experience in performing paraprofessional veterinary work acceptable to the Maryland State Board of Veterinary Medical Examiners.

NOTE: Employees in this class must maintain current Certification with the Maryland State Board of Veterinary Medical Examiners. Incumbents in this class will be required to receive a pre-exposure rabies vaccination upon beginning employment and every two years thereafter.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The certification, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Health Department
Human Resources
210 Guilford Avenue
Baltimore, Maryland 21202

41405 (012198) 87 U (3) Q
KMT/mk POSTED: 06/21/04

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

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www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.

CONTINUOUS RECRUITMENT: Vacancies may be filled at any time. Applications will be processed in the order in which they are received. Delay in filing your application may prevent you from being considered for vacancies.



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